



102 N. Krohn Place #214  
Sioux Falls, SD 57103

## 2020-2021 Apprenticeship Program Student Manual

IEC (Independent Electrical Contractors Association) is a nationwide organization with headquarters in Washington DC. IEC is made up of more than 50 different chapters. Together, IEC educates over 12,000 electrical apprentices every year. You will get out of IEC's training what you put into it. The sky is the limit if you give it your best!

### Student Placement

1. Students with no formal classroom training will automatically be placed in Year 1 Training.
2. Students that have graduated from a technical school will be placed in Year 2 of IEC Training.
3. Students that have other formal education (college, union training, other training) will submit their transcript to IEC. IEC will then place student accordingly.
4. Testing Out/Test Placement. Placement tests are 80 questions long and must be taken in the presence of IEC or a company official.
  - a. Students who have no formal training but more than 2,000 hours of verifiable on the job hours may opt to test out of Year 1 IEC Training.
  - b. Students who have no formal training but more than 4,000 hours of verifiable on the job training may opt to test out of Year 2 IEC Training.
  - c. Students who have successfully graduated a vocational school or college may opt to test out of Year 2 of IEC training.

### Grading

#### Grades are calculated as follows:

1. 25% Homework. This is the assignments in your workbook. These are open book. You have up to three attempts at each homework assignment, and your grade for each assignment is the average of your (up to) 3 attempts.
2. 25% Weekly Quiz. Each week you'll have 30 minutes to complete a 10-question quiz based on the reading and lecture.



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3. 25% Midterm Exam. Approximately half way through each semester you'll be given a midterm exam based on the first half of the semester. The Midterm is 75 questions of multiple choice and you have 4 hours.
4. 25% Final Exam. At the end of each semester you'll be given a final exam based on the 2<sup>nd</sup> half of the reading material. The Final is 75 questions of multiple choice and you have 4 hours to complete it.
5. At the end of each semester you may earn two extra credit points for answering a student survey.
6. You must have a 70% average to pass each semester. Approximately 2 weeks after each semester ends, IEC's A&T Committee will meet to "Step" students to the next semester. "Stepping" is a formal process where the committee looks at each and every student's grades to determine that they've met the requirements of passing.
7. Approximately 2 weeks after the Committee "steps" students, certificates of completion will be sent out to contractors and students. IEC will maintain a copy of these certificates for future needs.

## **Classroom-UPDATED FOR 2020-21**

1. Classes begin promptly at 6pm Local Time.
2. Temperature checks and hand sanitizer are mandatory before beginning classes.
3. Students are required to sit 6' from other students, measured from the edge of chair. Instructors are responsible for classroom safety and must be listened to.
4. Classes are scheduled to end at 10pm local time. Some weeks will end earlier than 10 pm, based on the subject matter and the judgement of the instructor.
5. Your instructor will explain to you how classes work, when assignments are due, and what you need to do before and after class each week.
6. There are (4) years of IEC Training. Each year is comprised of (2) semesters. Each semester is comprised of (18) weekly lessons.
7. You cannot have more than (2) incomplete lessons and pass a semester. In other words, if all or part of (3) lessons are not finished, you will fail.
8. The instructor may adjust the class schedule as needed, based on weather and local conditions.
9. CPR and 1<sup>st</sup> Aid are required. All students must have an active CPR/1<sup>st</sup> Aid card at the end of 2<sup>nd</sup> semester to pass. IEC will provide a CPR class during the semester.
10. It is the responsibility of each student to provide their own current NEC Code Book.
11. If a class is cancelled due to weather:
  - a. It must be made up, or
  - b. Instructor may opt to teach class via online portal, at his discretion.

Email: [iecdak@midconetwork.com](mailto:iecdak@midconetwork.com) Telephone: 605.271.0395 Fax: 866.988.5281  
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12. Muddy boots/shoes. Please do not enter class with muddy boots or shoes! It's a lot of work to clean up. Please just put an extra pair of shoes in your vehicle that you can change into before class.
13. Cell phones are allowed in the classroom, but must be put away if your instructor tells you to.
14. Food in classrooms. You are allowed to eat dinner before class in the classrooms, provided you clean up after yourself. No food is allowed once class begins. You are welcome to have a snack during break time.
15. Books are the property of the student, and they are the student's responsibility to keep track of. Lost books will be subject to a replacement fee. Books are expensive!
16. Students are not to discuss pay or company benefits with other students while in class.
17. Please keep your classroom clean!
18. In the classrooms, the Instructor is King. Follow his orders. He's in charge.

## **Online Training Program-UPATED FOR 2020-21**

Because of proximity to a training center or because of work schedules, some students may opt to take classes via the IEC Online Program rather than attending class in person. If you are located within 30 miles of a classroom, this decision must be approved by the contractor.

1. Online students use the same books as classroom students.
2. Online students are required to provide their own compatible device. Laptops, desktops, tablets, and most smartphones are acceptable. You will need your own internet connection!
3. Online students will read a new lesson in the Student Manual each week. Some weeks the manual will direct students to additional text books for reading.
4. At the end of each lesson, student opens Student Workbook and completes the Worksheets for that week's lessons.
5. Student then logs into [www.ieci.atplms.com](http://www.ieci.atplms.com) and transfers their homework answers to the corresponding online worksheet. Once submitted, the system will automatically correct homework and give a grade. Student may take (3) tries at getting homework correct. Final homework grade is an average of the number of attempts.
6. Next, student must login to their weekly "Live Online Lecture". This is a live online lecture designed to help students better understand that week's lesson. This login information is located at the top of the online training system. Student may ask questions and get help in real-time. These lectures will last 60-90 minutes, followed by a Q&A session.
7. If you are unable to attend the live lecture each week, a copy of the video will be available to view.
8. **STUDENTS ARE REQUIRED TO VIEW THE WEEKLY LECTURE, EITHER LIVE OR REPLAY.**

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9. Students also have access to the IEC Dakotas Online Help Center. A senior IEC Instructor is available online on Thursday nights from 7-10 PM CST. Each student will receive an access code for this Help Center.
10. Online grades are calculated exactly the same for online students and for classroom students.

## Extra Help

Let's face it—we all need a little help from time to time. Sometimes you may struggle with a concept or with a formula. Or maybe it's with reading the codebook. IEC is here to help. If you need a little extra help, please reach out right away to IEC, to your instructor, to the Help Center, or to your contractor. Our job is to help you become the best electrician that you can become. It's literally why we do what we do. So please let us know if you need a little assist.

## Communication

As in almost everything we do, good communication is key to success. IEC uses several ways to communicate with students. Communication is a 2-way street, so here's how you get ahold of us:

1. Talk to your instructor. Either online or in class, they're there to help. A directory of instructors is available in the online system near the top.
2. Reach out to IEC Main Office. Jeff is the Executive Director. His contact info is:
  - a. Cell/text 605.376.0819
  - b. Email [iecdakotasonline@gmail.com](mailto:iecdakotasonline@gmail.com)
  - c. Address 102 N. Krohn Place, Ste 214. Sioux Falls
3. Remind.com App. We will send you an invite to join Remind.com. It's an app that is a great way to communicate with your instructor and with IEC. Please accept the invitation. It's the best way to get ahold of IEC day or night.
4. Within the online system: Send a message to your instructor or to Jeff inside the online system.
5. Board of Directors President. Al runs the entire organization.
  - a. Albert Sutton 605.391.1566
6. A&T Committee Chair. Steve is in charge of the entire training program.
  - a. Steve Mundahl 701.799.6310

## USING THE ONLINE SYSTEM ([www.ieci.atplms.com](http://www.ieci.atplms.com))

### FIRST TIME STUDENTS:

Email: [iecdak@midconetwork.com](mailto:iecdak@midconetwork.com) Telephone: 605.271.0395 Fax: 866.988.5281  
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To enroll in the IEC Online Training Learning Management System (LMS), please use the following steps:

1. Open a web browser and visit <http://ieci.atplms.com/portal>
2. Click Enroll (you will only need to do this once – you can add more classes later if your instructor is using this system)
3. Enter your information into the provided boxes. Boxes that have a red star are required.
4. Click Submit
5. Write down your username and password.
6. Click the link to log in at the bottom of the username/password page.
7. Log in with the username and password you wrote down in step 5.
8. You can change your password (HIGHLY RECOMMENDED) by clicking the Edit Profile button.
9. Click Go To Course to go to your class.

**RETURNING STUDENTS:**

If you've already enrolled once, you can add a class by following these steps:

1. Log in to the portal, located at <http://ieci.atplms.com/portal>
2. Click Add Course
3. Enter in the access code you've been provided.
4. Click Submit.

## Certificates

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After each semester that you pass, you'll receive a certificate of completion from IEC Dakotas. This certificate will be signed by the Chairman of our A&T Committee and by the Executive Director.

These certificates will be mailed to your contractor and a copy will be kept by IEC Dakotas for our records. If you need a copy down the road, please just contact IEC Dakotas.

Upon graduation, you'll receive a diploma from IEC National. This diploma is signed by the A&T Chair from IEC National, by IEC's Board President, and by the Board President of IEC Dakotas and the A&T Chair of IEC Dakotas. These certificates take several weeks to get after graduation. If you would like to take your journeyman's exam prior to receiving your diploma, contact IEC

If you were simultaneously registered in the Federal Apprenticeship Program, you will also receive a formal diploma from The US Department of Labor. This diploma verifies that you've completed an recognized program and will satisfy the training needs of almost every state in the union.

## Wire-Off Competition

Every year, IEC hosts a friendly competition for the graduating class of apprentices. We call it "The Wire-Off". To be eligible to compete in the Wire-Off, you must be a 4<sup>th</sup> year, 2<sup>nd</sup> semester student and have a passing grade at the time of the competition as well as meet national requirements. The Wire-Off is usually held around May 1<sup>st</sup>. The Wire-Off is a competition to determine which of our students will be crowned "Apprentice of the Year. This apprentice will be given the opportunity to compete in a National Wire-Off and possibly be crowned the National Apprentice of the Year. IEC Dakotas apprentices have fared well in the national competition in years past. Here's how our competition works:

1. The competition is a 2-day event. Meals are provided by IEC. Lodging is provided by the contractor.
2. Day 1 consists of a written exam covering information from all 4 years of training.
3. Day 2 consists of:
  - a. A conduit bending challenge
  - b. A troubleshooting issue
  - c. "The Problem". Students are given a written problem and need to create the problem with material provided. Typically some sort of multi-part circuit using conduit, wire, switches, lights, etc.
4. The winner is the apprentice who has the highest combined score. The test is 40 points. The Problem is 40 points. The troubleshooting and conduit bending are 10 points.
5. Winner gets al all-expenses paid trip to the National Convention as well as a bunch of prizes, including a complete set of Milwaukee Tools!

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## Fall Semester Schedule 2020

<u>Week</u>	<u>Y1S1</u>	<u>Y2S1</u>	<u>Y3S1</u>	<u>Y4S1</u>	<u>CMS OPENS</u>	<u>CLASS WEEK</u>	<u>CMS CLOSES</u>
1	101	201	319	301	3-Aug	17-Aug	31-Aug
2	102	202	320	302	10-Aug	24-Aug	7-Sep
3	103	203	321	303	17-Aug	31-Aug	14-Sep
4	104	204	322	304	24-Aug	7-Sep	21-Sep
5	105	205	323	305	31-Aug	14-Sep	28-Sep
6	106	206	324	306	7-Sep	21-Sep	5-Oct
7	107	207	325	307	14-Sep	28-Sep	12-Oct
8	108	208	326	308	21-Sep	5-Oct	19-Oct
9	109	Midterm	327	309	28-Sep	12-Oct	26-Oct
10	110	210	Midterm	Midterm	5-Oct	19-Oct	2-Nov
11	Midterm	211	329	311	12-Oct	26-Oct	9-Nov
12	112	212	330	312	19-Oct	2-Nov	16-Nov
13	113	213	331	313	26-Oct	9-Nov	23-Nov
14	114	214	332	314	2-Nov	16-Nov	30-Nov
15	115	215	333	315	9-Nov	23-Nov	7-Dec
16	116	216	334	316	16-Nov	30-Nov	14-Dec
17	117	217	335	317	23-Nov	7-Dec	21-Dec
18	Final	Final	Final	Final	30-Nov	14-Dec	28-Dec



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## Class and Online Instructors

2020-21 Classroom Locations and Schedules  
*All Classes begin promptly at 6pm local time*

### FARGO, ND-CENTRAL TIME 764 34<sup>th</sup> Street North Suite P

<u>CLASS YEAR</u>	<u>DAY OF WEEK</u>	<u>INSTRUCTOR</u>	<u>INSTRUCTOR EMAIL</u>
Year 1	Thursdays	AARON HAUGE	aaron3hauge@gmail.com
Year 4	Mondays	CHAD LEMAR	iecinstructor@hotmail.com
Year 3	Wednesday	JORDAN ALLMARAS	jordan.allmaras.jdp@gmail.com
Year 2	Tuesday	JUSTIN RYAN	justindryan12@gmail.com

### GRAND FORKS, ND-CENTRAL TIME 1504 Mill Road

<u>CLASS YEAR</u>	<u>DAY OF WEEK</u>	<u>INSTRUCTOR</u>	<u>INSTRUCTOR EMAIL</u>
Year 1	Tuesdays	JOSHUA MCGURK	joshsm6077@gmail.com
Year 2	Tuesdays	JESSE SORUM	jesse.sorum@gmail.com
Year 3	Mondays	ROGER ROHRER	roger_2006@hotmail.com
Year 4	Mondays	JEFF GREEN	electricreb@hotmail.com

### RAPID CITY, SD-MOUNTAIN TIME 2524 E. St. Charles St Suite C

<u>CLASS YEAR</u>	<u>DAY OF WEEK</u>	<u>INSTRUCTOR</u>	<u>INSTRUCTOR EMAIL</u>
Year 1	Monday	JOHN SMALLBROCK	jsmallbrock@live.com
Year 2	Monday	DAN MCRAE	kdmcrae@rap.midco.net
Year 3	Tuesday	NICK FORMANEK	formanekelectric@gmail.com
Year 4	Tuesday	EDWARD DRUCE	edwarddruce137@gmail.com





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<b>CLASS YEAR</b>	<b>DAY OF WEEK</b>	<b>INSTRUCTOR</b>	<b>INSTRUCTOR EMAIL</b>
Year 1	Thursday	CHAD VAN EDE	cvanede@muth.com
Year 2	Wednesday	CHRIS GINTER	cginter9757@gmail.com

**ONLINE TRAINING AVAILABLE AT [WWW.IECDAKOTAS.COM/ONLINE-TRAINING-PORTAL/](http://www.iecdakotas.com/online-training-portal/)**

<b>CLASS YEAR</b>	<b>DAY OF WEEK</b>	<b>INSTRUCTOR</b>	<b>INSTRUCTOR EMAIL</b>
Year 1	TBD	ROB GLOBKE	rglobke@gmail.com
Year 2	Tuesdays	JESSE SORUM	jesse.sorum@gmail.com
Year 3	TBD	TBD	
Year 4	TBD	TBD	

**INSTRUCTOR TRAINERS**

ALLEN THINGVOLD-North Dakota  
ROB GLOBKE-South Dakota

**ONLINE TRAINING COORDINATOR**

NANCY KIRSTEIN      [Nancymeending@gmail.com](mailto:Nancymeending@gmail.com)